



DEPARTMENT OF ADMINISTRATION  
HUMAN RESOURCES DIVISION  
GOVERNMENT OF GUAM

**JOB ANNOUNCEMENT  
OPEN COMPETITIVE EXAMINATION**

**TO ESTABLISH A LIST FOR THE POSITION OF  
QUALITY ASSURANCE COORDINATOR**

Position Code No. 08.170

FELIX P. CAMACHO  
Governor of Guam

MICHAEL W. CRUZ, M.D.  
Lieutenant Governor

LOURDES M. PEREZ  
Director

JOSEPH C. MANIBUSAN  
Deputy Director

ANNOUNCEMENT NO:

DOA88-08

APPLICATIONS WILL BE ACCEPTED  
FOR THE PERIOD

JULY 25, 2008 - CONTINUOUS

PAY GRADE:

OPEN: M-1; \$28,678 P/A - M-10; \$43,018 P/A

PROM: M-1; \$28,678 P/A - M-20; \$60,681 P/A

**WHO CAN APPLY**

Open to government of Guam employees and the public

**QUALIFICATION  
REQUIREMENTS**

Two years of experience in the implementation of hospital quality assurance programs, two years of professional experience in nursing, medical laboratory, hospital therapy or related work; and graduation from a recognized college or university with a Bachelor's degree in the health sciences; or

Two years of experience in the implementation of hospital quality assurance programs, three years of professional experience in nursing, medical laboratory, hospital therapy or related work; and graduation from a recognized college or university with an Associate's degree in the health sciences; or

Any equivalent combination of experience and training beyond the Bachelor's degree which provides the minimum knowledge, abilities and skills.

**NATURE OF WORK**

This is professional work involved in developing, coordinating and implementing the quality assurance programs relating directly and indirectly to patient care and support services.

**MINIMUM  
EDUCATIONAL  
REQUIREMENTS**

"Pursuant to Public Law 27-61, all employment in the service of the government of Guam shall have, as a reasonable measure of job performance, the minimum requirement of a high school diploma or a successful completion of a General Educational Development ("GED") Test, or any equivalent of a general education high school program, or a successful completion of a certification program, from a recognized accredited or certified vocational technical institution, in a specialized field required for the job. This shall apply to individuals hired after May 17, 2002. This requirement does not apply to incumbent employees hired prior to May 17, 2002 if applying for positions in the same class series."

**SUITABILITY  
DETERMINATION  
FORM**

Your employment application will not be deemed complete unless the Suitability Determination Form is completely filled out, signed and dated. If it is not complete, or missing from your application, your application for this position will be rejected. Please pay particular attention to question #2, if you answer "YES", you must attach your police clearance that is no older than one (1) month from the date of submitting your application. In addition, please resubmit an updated Suitability Form if anything has occurred that would warrant updating your responses on your Suitability Form after you have submitted your application.

**POLICE & COURT  
CLEARANCE  
REQUIREMENTS**

If you are selected for this position, your selection will be **conditional** pending submission of a recent police and court clearance, and taking and passing a drug test (see Drug Screening section of the announcement). The hiring department will mail a letter to you explaining these requirements. You will have five (5) business days from the postmarked date of your letter to submit police and court clearances that are no older than one (1) month from the date of your letter. The cost of the clearances is your responsibility. If you have already submitted clearances with your employment application, you will not be required to resubmit as long as they meet the date criteria above. If you do not have any convictions or conditions that would warrant rescinding the job offer, and pass the drug test, you will be notified of your start date.

**ILLUSTRATIVE  
EXAMPLES OF WORK**

Develops and monitors the implementation of quality assurance programs. Coordinates program activities with the various medical staff committees, divisions and agency/departamental administrator.

## QUALITY ASSURANCE COORDINATOR

Establishes program guidelines and interprets and explains program requirements to pertinent personnel. Conducts meetings and periodically evaluates the performance level of the agency/departmental quality assurance programs. Coordinates and participates in the gathering of information related to an identified problem or potential problem; reviews and organizes data for presentation to the appropriate committee or committees. Conducts educational programs related to quality assurance methodology and activities as required. Maintains records and prepares reports. Performs related duties as required.

### **KNOWLEDGE, ABILITIES & SKILLS**

Knowledge of the principles, theory, and applications of quality assurance programs pertinent to patient care and support services. Knowledge of medical terminology relevant to the administration of quality assurance programs. Ability to develop, coordinate and implement a quality assurance program. Ability to make decisions in accordance with program guidelines. Ability to read and translate notes and entries by physicians, nurses and other allied health professionals involving patient observations and information on patient care. Ability to work effectively with employees and the public. Ability to communicate effectively, orally and in writing. Ability to maintain records and prepare reports.

### **EXAMINATION REQUIREMENTS**

A written test is not required. Applicants will be rated on a scale between 70.00 to 100.00 percent on the basis of their training, education and experience in relation to the requirements of the position.

### **DOCUMENTATION REQUIREMENTS**

Applicants claiming educational accomplishments are required to submit official or verified copies of transcripts or diplomas.

### **INTERVIEWING PROCEDURES**

A personal interview or interview by telephone (if off-island) will be held by the appointing authority or his designee for all eligibles referred via certification.

### **DRUG SCREENING**

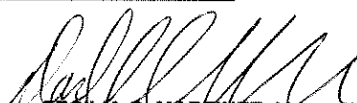
Applicants selected for and offered employment with the government of Guam shall undergo and pass a mandatory drug test before being employed.

### **WHERE TO APPLY**

Submit job applications at the Department of Administration, Human Resources Division, 1st Floor, Governor Manuel F.L. Guerrero Building (formerly Administration Building), Hagatña, between the hours of 9:00 a.m. - 4:00 p.m., or the Department of Labor, One-Stop Career Center, GCIC Building, Hagatña, between the hours of 8:00 a.m. to 4:00 p.m., Monday through Friday. **Individuals with disabilities who require special accommodations should contact this office prior to any scheduled examinations or interviews.**

### **FOR MORE INFORMATION**

Call or visit us at the Department of Administration, Human Resources Division at (671) 475-1141/1128 or Text Telephone: 477-5016, or the Department of Labor, One-Stop Career Center at (671) 475-6400. In addition job announcements and job application forms are accessible at Department of Administration's website at [www.hr.doa.guam.gov](http://www.hr.doa.guam.gov). Also job applications can be download from [http://www.govguamdocs.com/doa/index\\_doa.htm](http://www.govguamdocs.com/doa/index_doa.htm).

  
For **CECILIA G. MARTINEZ**, Manager  
Human Resources Division

**WE ARE AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER. WE DO NOT DISCRIMINATE ON THE BASIS OF RACE, RELIGION, COLOR, SEX, AGE, NATIONAL ORIGIN, MARITAL STATUS, POLITICAL AFFILIATION OR DISABILITY, EXCEPT FOR POSITIONS REQUIRING BONA FIDE OCCUPATIONAL QUALIFICATIONS.**